

Microsoft Office PowerPoint 2007 Advanced

Tuition: \$225 6 Hours

Prerequisite:

To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Windows XP and Microsoft® Office PowerPoint® 2007: Introduction



Course Description:

As a PowerPoint 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

Course Content

Customizing the PowerPoint Environment

- Customize the Quick Access Toolbar
- Personalize the PowerPoint Interface
- Customize Save Options
- Apply Advanced Customization Options

Customizing a Design Template

- Set Up a Slide Master
- Customize Slide Layouts
- Create Custom Themes
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

Adding Diagrams to a Presentation

- Create Diagrams
- Modify Diagrams

Adding Special Effects to Presentations

- Add Multimedia Elements
- Customize Slide Component Animation

Customizing a Slide Show Presentation

- Set Up a Custom Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

Collaborating on a Presentation

- Review a Presentation
- Publish Slides to a Slide Library
- Share a Presentation

Securing and Distributing a Presentation

- Secure Presentations
- Package a Presentation
- Publish a Presentation as a Web Page